

Firma Produkcyjno-Handlowa

„AGI”

Sebastian Koncewicz

Krzekotowice 41

63-830 Pępowo

NIP: 696-102-58-37



**FULFILMENT OF THE OBLIGATION OF NOTIFICATION IN RELATION TO SUBJECTS OF
PERSONAL DATA PROCESSED BY**

**Firma Produkcyjno-Handlowa „AGI”
Sebastian Koncewicz**

Pertaining to the requirements of articles 13 and 14 of GDPR (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC), **Firma Produkcyjno-Handlowa „AGI” Sebastian Koncewicz** informs that we process personal data and are personal data controller in compliance with article 6 sec. 1 of GDPR.

Every data subject, whose personal data are processed, has the right to demand access to their personal data from the controller, the right to rectify, correct, delete them or restrict their processing. Moreover, we would like to inform that every data subject has the right to object to processing, and the right to transfer their data. They have the right to submit a complaint to the data processing regulatory office at: ul. Stawki 2, 00- 193 Warsaw. We do not processed data in an automated manner and we do not perform data profiling. If you have any demands, you may contact us at: Firma Produkcyjno-Handlowa „AGI” Sebastian Koncewicz, Krzekotowice 41, 63-830 Pępowo, or at e-mail address: agi@agi.com.pl

In reference to:

I. Counterparties and contractors

In fulfillment of the obligation of notification in relation to personal data subjects, we would like to inform you that your personal data are processed in our company for the purposes related to:

- business cooperation or delivery/purchase of goods and services and they are processed under a concluded sales agreement or another economic agreement in compliance with article 6 item 1 letter b) of GDPR,
- in the scope of fulfillment of obligations imposed under legal provisions (tax purposes, accounting, redress), data are processed in compliance with article 6 item 1 letter c) of GDPR,
- in the scope of collection of receivables and legal services, data are processed in compliance with article 6 item 1 letter f) of GDPR.

The scope of processed personal data results only from the legal provisions or internal regulations. Data need to be provided during cooperation for execution of purchase or rendering of services and issuance of an invoice. All the recipients of personal data are defined in the legal provisions and they include also counterparties: companies handling our IT systems, business consulting systems, e-mail hosting companies and rendering legal services. Personal data will be processed for the period of 5 years from the time of the last economic activity confirmed with an invoice or for a period of 10 years from termination of the agreement.



II. Data related to the operation of the company

In fulfillment of the obligation of notification of personal data subjects, we would like to inform you that your personal data are processed in our company for the purposes related to ongoing operation of the company in compliance with article 6 item 1 letter f), that is in address books, registers, registers of registered letters, etc. The scope of processed personal data includes contact details and addresses. The data need to be provided for execution of business cooperation. All the recipients of personal data are defined in the legal provisions and they include also counterparties: companies handling our IT systems, e-mail hosting companies and companies rendering legal services. Personal data will be processed for the period of 5 years from the time of the last contact.

III. E-mail address and company phone numbers

In fulfillment of the obligation of notification in relation to personal data subjects, who are contacted by us via e-mail or phone, we would like to inform you that your e-mail address or phone number is processed in our company for the purpose of communication in compliance with article 6 item 1 letter f) of GDPR.

Data need to be provided for the purpose of necessary quick contacts. If they are not provided, contacts will be limited to traditional post office or courier services. Personal data will be disclosed to other recipients in case of forwarding of e-mail on specific subject to a bigger group of persons and suppliers of hosting services.

Personal data have been obtained from various sources, that is:

- Directly from you, which is deemed consent through execution of a specific activity or signing of consent for contact by means of e-mail or phone;
- From public websites (categories: ordinary data, e-mail address, phone number, company name or name and surname, address).

Data will be processed for the period of 5 years from the time of the last contact or until we receive objection to their processing or demand for their deletion. The scope of processed data: e-mail address, phone number, company name, address, name and surname, contents of information.